

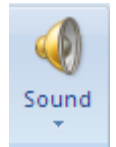
Sounds for PowerPoint 2007

Finding Sounds

- You must have access to a sound file. You can always create your own.. or there are a few websites from which you can download sounds, but not much is available. See the "Music and Sounds" page on techknow.wikispaces.com for some options.
- Once you find the sound you want to use, download it to your computer (try right-clicking on the sound file to download it from the Internet)

Inserting Sounds

- Go to the slide on which you'd like to sound to play
- Click the INSERT tab, click the little arrow under the Sound icon and select SOUND FROM FILE
- Navigate to the place on your computer where the sound file is saved, click INSERT
- Decide if you want the sound to play automatically when you advance to the slide, or if you want to have to click the sound icon to make it play



Playing Sound Over Multiple Slides

- The sound will stop when you advance to the next slide. To make it play over multiple slides:
- Click on the small yellow speaker to select it and you should get new ribbon choices
- Place a check next to "Hide During Show" and "Loop Until Stopped"
- Click the arrow next to PLAY SOUND and select "Play across slides"

